

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**PARALEGAL - 1598**

NOTE: formerly LEGAL ASSISTANT

**DEFINITION:**

Under direction, to assist Deputy City Attorneys by performing paralegal duties; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Monitors cases where restitution has been ordered by the court and when restitution is not made, drafts recommendations to the court for revocation of probation;
- Drafts a variety of legal documents including interrogatories, complaints, defense pleadings, motions to compel discovery, motions-in-limine, motions for summary judgment, responses to discovery motions, pretrial statements, requests for admissions, notices to produce and responses to notices to produce and expert witness designations;
- Prepares case digests and summaries and drafts legal memoranda;
- Reviews case files and recommends documents to be obtained and witnesses to be interviewed;
- Locates and produces witnesses and interviews witnesses to obtain information;
- Coordinates with local, state, and federal agencies to obtain witnesses and defendants from jail or prison and to return individuals after court appearances;
- Fingerprints witnesses, defendants and others;
- Responds to calls from attorneys in court during trial to provide information;
- Assists at trials, hearings, and council meetings;
- Investigates complaints to determine if charges should be filed and makes recommendations to attorneys;
- Reviews legislative initiatives and makes recommendations to attorneys regarding the effects of proposed legislation;
- Drafts new and revised City ordinance language to be reviewed by attorneys;
- Reviews and revises contract language to be reviewed by attorneys;
- Acts as a liaison to City departments to provide answers to routine legal questions and to research the more complex questions and provide research information to attorneys;
- Identifies, requests and examines various public records;
- Conducts legal and statistical research;
- Arranges for subpoenas duces tecum and depositions;
- Prepares drafts of deposition questions and summarizes depositions;
- Uses litigation and document management software and e-discovery tools;
- Performs related work.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Certificate of completion of a Paralegal Training Program approved by the American Bar Association (ABA); **OR** Certificate of completion of a Paralegal Program or a degree from a post secondary institution that has been accredited by a national or regional accrediting organization or approved by the Bureau for Private Postsecondary and Vocational Education **and** successful completion of a minimum of 24 semester, or equivalent, units in law-related courses; **OR** a Bachelor's degree or an advanced degree in any subject **and** one year of full-time law-related experience under the supervision of an attorney; **OR** possession of a high school or general equivalency diploma **and** a minimum of three years of law-related experience under the supervision of an attorney.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.